

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS DETACHMENT
27th TRANSPORTATION BATTALION (MC)
UNIT #27973
APO AE 09096

AETV-SCS-MI

1 December 2004

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #5, Pass & Leave Policy (change 1)

1. I encourage soldiers to take leave and recommend soldiers initiate their leave requests as early as possible. Taking leave provides a much-needed break from routine and allows quality family time.
2. **Approval authorities** for leave include:
 - a. **The company commander** for:
 - (1) E-6 and below for requests up to 30 days; E-7 and above for requests up to 14 days
 - (2) Civilians for requests up to 14 days.
 - (3) Can approve extensions of up to 7 days
 - b. **The battalion commander** for:
 - (1) **PCS leave** for all individuals he rates and all Det NCOICs, MSG, CSM, CPT-MAJ (see Bn policy # 7)
 - (2) E-6 and below for requests 31 days or more; E-7 and above for requests 15 days or more
 - (3) Can approve extensions over 7 days
3. Supervisors will ensure that they have a sufficient number of personnel to accomplish their mission before they recommend approval/disapproval on a leave or pass. However, all leaves must be presented to the approval authority for final disposition; the chain of command will only recommend approval or disapproval. A maximum of 15% of the HHD can be on leave at any one time.
4. Supervisors, in conjunction with HHD Training, will ensure that individual's requesting leave are current and will not fall out of tolerance during their leave of absence on required training. (APFT, Weapons Qualification, CTT, IRT, NBC Chamber, etc.) **Only on extreme cases will leave/pass requests be approved for individuals that are not current on required training.**
5. All soldiers traveling greater than 100 miles from Wiesbaden Army Airfield during regular off-duty time, or traveling outside of Germany, must have an approved mileage pass **signed by the HHD Commander**. Approved mileage passes will be documented on both, a leave/pass request form and a signed DA Form 31. The DA Form 31 will contain a correct address and phone number where the soldier can be contacted. A copy of the DA Form 31 will remain with the HHD Commander until the pass is completed and the individual has returned to duty.
6. Supervisors will ensure that soldiers have accrued enough days to take leave in the event an emergency leave situation should occur. I will only on a case-by-case basis approve any ordinary leave that results in a soldier having a leave balance of less than 5 days.

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7. Only in extreme cases will a leave request that conflicts with a DA Form 6 be approved. **Passes that conflict with a DA Form 6 will not be approved.** Conversely, soldiers with an approved leave will not be eligible for duty on the DA Form 6 for that time period.
8. Soldiers assigned to the HHD will follow strict guidelines when requesting, processing, and signing out/in off of leave.
 - a. Ordinary leave/pass requests must be submitted to the 1SG no later than 14 working days prior to the beginning of leave.
 - b. **All SGT's and above** may sign out/in off of leave telephonically from **their residence** through the Battalion PAC at 0611 705-6848/5842 or COSCOM EAC during non-duty hours at 0611-705-5033/6585. SPC's and below **will physically** sign out/in off of leave through the Battalion PAC or 3d COSCOM EAC. The COSCOM EAC may not always have your leave form available. **During non-duty hours, it is the soldier's responsibility to ensure the SDO/SDNCO record your leave request (signing in/signing out) on their Staff Duty Log.**
 - c. All soldiers traveling outside the Wiesbaden area on leave are required to maintain a copy of the DA Form 31 signing them out onto leave.
9. All Permissive TDY's must be approved by the first O-5 in the chain of command. Information on Permissive TDY can be found in AR 600-8-10. **A COPY OF ALL LEAVE AND PASS FORMS APPROVED BY THE CO OR BC MUST BE SUBMITTED TO AND KEEP ON FILE AT THE DETACHMENT HEADQUARTERS WITH THE ADMIN CLERK.**
10. "SHOOTERS, SHOOT TO KILL!"

WARREN C. FISHER
CPT, TC
Commanding